



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## UNEMPLOYMENT INS AUDIT AREA SUPV

Job Number: 20001651

Job Code: 91290V000101

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 06/16/1982

Job Revised: 05/16/2008

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Plans, assigns, reviews and supervises the work of unemployment insurance auditors in an assigned area; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree that includes twenty semester hours or thirty quarter hours in accounting courses.

#### **EXPERIENCE:**

Must have four years of experience in conducting unemployment insurance tax audits and enforcement of unemployment insurance tax laws.

#### **Substitute EDUCATION for EXPERIENCE:**

Certification as a Certified Public Accountant (C.P.A.) will substitute for the required bachelor's degree.

#### **Substitute EXPERIENCE for EDUCATION:**

Additional experience as an unemployment tax auditor will substitute for the required education on a year for year basis up to, but not including, nine semester hours in accounting courses.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and coordinates the field operations of the unemployment tax program in an assigned region of the state. Supervises, plans, assigns, reviews and coordinates the work of auditors. Assesses training needs and coordinates on the job training. Develops and recommends policies and procedures pertinent to the Tax Program. Explains and interprets unemployment insurance tax laws and regulations to taxpayers, accountants, attorneys and various governmental agencies. Provides technical assistance to auditors in conducting audits and in the resolution of tax collection, accounting and status cases. Counsels employees on work-related problems. Oversees the assessment and collection of unemployment taxes, penalties and interest. Interprets, reviews and explains any changes in unemployment laws, regulation and policies to staff and to the public. Represents department in meetings and hearings. Prepares correspondence, reports and audits as needed.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are performed both in and out of an office setting. Travel is usually performed within an assigned area of the state. Occasional overnight travel and travel throughout the entire state as well as some surrounding states will also be required.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*